

RULES FOR REPORTING

Rules apply to all web-based annual reports, unless otherwise specified.

1. The annual report due date is April 1. (Example: The 200X report is due April 1, 200X + 1.) If that date falls on a weekend or holiday, the annual report is due the following business day.
2. All companies, regardless of revenue, are required to file the appropriate annual report.

Certified resellers that have no revenues for the report year but who intend to retain a Wisconsin intrastate certification must also pay the \$100 fee.

3. Unless otherwise indicated, the information requested in this report should be taken from the accounts and other records of the utility.
4. Please follow all instructions and answer each question fully and accurately.
5. Numeric items are limited to digits (0-9). Do not type commas when entering numbers. A minus sign "-" should be entered in the software program to indicate negative values. Negative values may not be allowed for certain entries in the annual report.
6. If applicable, please report all dollar amounts to the nearest thousand dollars. (Example: \$130,000 should be reported as \$130.)
7. This annual report should be complete in all respects. Unless otherwise authorized, avoid references to returns of former years or to other reports.
8. Do not file either a hardcopy printout of the report or a signature page (containing a handwritten signature) with the Commission.
9. Edit Checks; Submitting the Completed Report:

Program edit checks will run when the annual report is submitted. If the edit checks find a missing or incorrect item, an appropriate message will be displayed by the item. The user must correct all items before the report can be submitted.

After a report is successfully submitted, a confirmation page will appear. Users should print this page as proof of filing. Users will not receive any further notification unless there are problems or questions concerning the annual report filing.

10. **Resellers Only:** Do I Have to Send in a \$100 Fee to the Commission?

YES, if Total Assessable Revenues for Remainder and Telephone Relay Assessment Purposes of your annual report is less than \$200,000 (i.e., \$200 in 000's) (and you intend to continue your reseller certification in Wisconsin).

Check or money order should be payable to the “Public Service Commission of Wisconsin,” in the amount of \$100. Please write your utility identification number on the check or money order and send it, along with the annual report submission confirmation page, to the Commission by April 1.

Mailing Address:

Public Service Commission of Wisconsin
P.O. Box 7854
Madison, WI 53707-7854

Courier Address:

Public Service Commission of Wisconsin
610 N. Whitney Way
Madison, WI 53705-2729

Legal Name Changes:

If a name change (i.e., the new name, the date of the change, and the affected entities with their respective four-digit Commission identification numbers) is identified in the Annual Report Notes field, documents from the State of Wisconsin Department of Financial Institutions (DFI) also must be submitted to the Commission:

A domestic corporation should file a copy of the stamped page from its Articles of Amendment as filed with DFI. A foreign corporation should file a copy of their Amended Certificate of Authority as issued by DFI. These documents can be obtained by:

- a. Calling DFI at (608) 261-7577;
- b. Contacting DFI on the web at <http://www.wdfl.org>; or
- c. By writing to DFI at P.O. Box 7846, Madison, WI 53707-7846.

A name change is not effective in the Commission's records until a separate notification letter is filed via the Commission's Electronic Regulatory Filing System (ERF), including documentation to confirm registration of that change with the State of Wisconsin Department of Financial Institutions.

11. Changes to the Annual Report Subsequent to Filing:

If a user needs to file revisions to the report subsequent to an electronic filing with the Commission, the user must fill out another annual report using the web site. Data from previously-filed annual reports will not be available for editing.

Revisions to an annual report previously filed on a manual basis also require a new complete manual filing.